

Missouri Course Access and Virtual School Program (MOCAP)

1) *To be included on the bottom of the homepage:*

Students have a right to enroll in MOCAP virtual instruction classes at Citizens of the World Charter School's expense unless it is determined that it is not in the best interest of the student. Please reference our Board policy.

2) *To be added to the Family Handbook: Classroom Procedures, after "Inclusive Special Educational Opportunities"*

Students have a right to enroll in MOCAP virtual instruction classes at Citizens of the World Charter School's expense unless it is determined that it is not in the best interest of the student. After a student is enrolled and in attendance, a parent/guardian must submit a written request to the Head of School.

If approved, the school will work with the parent/guardian to enroll the student in an approved virtual course through a MOCAP provider.

If the school disapproves a student's request, the reason will be provided in writing and it shall be for good cause. Good cause justification to disapprove a student's request for enrollment in a course shall be a determination that doing so is not in the best educational interest of the student. In cases of denial, the school will inform the student and the student's family of their right to appeal any enrollment denial in MOCAP to the Board of Directors where the family will be given an opportunity to present their reasons for their child or children to enroll in the Missouri course access and virtual school program in an official school board meeting. In addition, the school will provide its good cause justification for denial at a Board of Directors meeting. Both the family and school administration shall also provide their reasons in writing to the members of the Board of Directors and the documents shall be entered into the official board minutes. The members of the Board shall issue their decision in writing within thirty calendar days, and then an appeal may be made to the department of elementary and secondary education, which shall provide a final enrollment decision within seven calendar days.

3) *To be included in the registration and re-enrollment materials for all students:*

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